

Course Withdrawal and Refund Schedule (2022-2023)

Tuition is refunded based on the following schedule:

June 13 to July 22, 2022

| Number of *Classes | Tuition Refund | Final Grade |
|---------------------------|-----------------------|--|
| Classes 1 – 3 | 100% | N/A - course removed from registration |
| Classes 4 – 5 | 50% | W (“W” is not an academic penalty) |
| Classes 6 – 10 | 0% | WF (Withdrawal Failure) |

(*Based on standard 3-hour class schedule.)

September to December 2022

| Dates | Tuition Refund | Final Grade |
|-----------------|-----------------------|--|
| Until Sept 30 | 100% | N/A - course removed from registration |
| Oct. 1 – Oct 15 | 50% | W (“W” is not an academic penalty) |
| Oct 16 – Nov 15 | 0% | W (“W” is not an academic penalty) |
| Nov 16 – Dec 12 | 0% | WF (Withdrawal Failure) |

January to April 2023

| Dates | Tuition Refund | Final Grade |
|-----------------|-----------------------|--|
| Until Jan 26 | 100% | N/A - course removed from registration |
| Jan 27 – Feb 9 | 50% | W (“W” is not an academic penalty) |
| Feb 10 – Mar 6 | 0% | W (“W” is not an academic penalty) |
| Mar 7 – April 5 | 0% | WF (Withdrawal Failure) |

September 2022 to April 2023 (Two-Term Courses)

| Dates | Tuition Refund | Final Grade |
|------------------|-----------------------|--|
| Until Sept 30 | 100% | N/A - course removed from registration |
| Oct 1 – Jan 26 | 50% | W (“W” is not an academic penalty) |
| Jan 27 – April 5 | 0% | WF (Withdrawal Failure) |

Exceptions to this withdrawal and refund schedule may be granted for reasons of health and/or other substantial reasons with the approval of the Academic Dean. If an exception is desired, students must make a request to the Dean in writing. Exceptions for reasons of health must enclose or attach original certification in writing from an appropriate health official confirming the student’s illness or condition. This request must also enclose or attach a Course Leave and Enter Form.